

Date: April 9, 2019

To: Authorized Representatives and Foodservice Directors/Managers of School Food Authorities (SFAs) Participating in the U.S. Department of Agriculture (USDA) Child Nutrition Programs

From: Jessica Sharkus, RDN, CD
Director, School Nutrition Team

Subject: School Year (SY) 2019-20 Online Contract Renewal and Notable Changes for the USDA School Nutrition Programs - **Action required by June 7, 2019**

Please make sure you read the entire memo for notable reminders for the SY 2019-20 online contract. In addition, please forward this memo to the staff person responsible for updating the online contract for the USDA School Nutrition Programs.

Online Contract Renewal

Schools participating in any combination of the following School Nutrition Programs, the National School Lunch Program (NSLP), School Breakfast Program (SBP), Afterschool Snack Program (ASSP), and Special Milk Program (SMP), must renew their contracts online each year.

This year, the online portal for the SY 2019-20 contract renewal process will open May 1, 2019. Contracts for the SY 2019-20 must be updated by June 7, 2019.

Beginning April 25, you will no longer be able to make online changes to your SY 2018-19 (current SY) contracts. To make changes after this date, contact the School Nutrition Team (SNT) at (608) 267-9228.

Before Updating the SY 2019-18 Online Contract

Prior to updating your SY 2019-20 online contract, please review the following Department of Public Instruction (DPI) SNT updated materials:

- [Contract Manual](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/contract-manual.pdf): This manual provides instructions for entering and renewing your online contract and will walk you through each section. The manual for SY 2019-20 will be posted by May 1 (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/contract-manual.pdf>).

- [Permanent Agreement/Policy Statement](#): This document outlines requirements for participation in the USDA School Nutrition Programs. Make sure you read it prior to agreeing to the terms and conditions of this document. This agreement will be posted by May 1 (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/nslp-permanent-agreement.doc>).

Important Dates

Dates	Contract Activity
Before April 24, 2019	<p>You may make changes and revisions to your SY 2018-19 (current) online contract, including NSLP or Seamless Summer Option (SSO) for the summer. Our Nutrition Program Consultants then have April 26, 29, and 30 to approve any submitted changes.</p> <p>Reminder: Update your School Nutrition Program Contract end dates before the SY 2018-19 contracts are locked on April 25. The end date on your SY 2018-19 School Nutrition Contract should be the last day of meal service before June 30, 2019. Please review your contract program end dates to ensure they include any days added at the end of the school year for snow days and summer school meals that will be served and claimed through the NSLP, SBP, ASSP, and SMP through June 30. (Summer school meals served on July 1, 2019 or later will be included on the SY 2019-20 contract) (https://dpi.wi.gov/nutrition/online-services).</p> <p>When updating your contract, be sure to update both the SFA Wide Policy Statement end dates, and the Site Specific Policy Statements (on Schedule A) for each school site. If both places on the contract are not updated, you may receive an error when submitting your May and/or June reimbursement claim.</p>
May 1, 2019	Contract renewal period opens for SY 2019-20.
May 1 – June 7, 2019	<p>Enter and submit your SY 2019-20 contract through the SNT Online Services portal (https://dpi.wi.gov/nutrition/online-services).</p> <p>(Summer school meals served on July 1, 2019 or later will be included on the SY 2019-20 contract.)</p>
June 7, 2019	Contract renewals for SY 2019-20 are due.

Documents Required for SY 2019-20 Contract Approval

Dates	Contract Activity
Paid Lunch Equity	<ol style="list-style-type: none"> 1. All pricing SFAs must complete the PLE survey to document the fund balance in the nonprofit school food service account as of December 31, 2018. This must be completed for the contract to be approved. 2. If the nonprofit school food service account had a negative balance as of December 31, 2018, the PLE tool is required to be completed to set paid meal prices and uploaded into the contract for review and approval.
Meal Purchase Contracts	<p>Upload the SY 2019-20 meal purchase contract, if applicable:</p> <ol style="list-style-type: none"> 1. Vended Meals Agreement 2. Joint Agreement <p>Be sure to use the most current DPI Vended and Joint Agreement Templates (https://dpi.wi.gov/school-nutrition/procurement)</p>

Feeding Children in Summer

As summer plans take shape, many students face uncertain days. The healthy meals your school has offered during the school year may no longer be available to them. Schools and school districts providing summer school academic and/or summer enrichment activities for children are encouraged to consider the three distinct feeding opportunities that would allow for the continuation of those healthy school meals into the summer months.

These feeding opportunities include:

1. **Extension of your current programs: NSLP, SBP, and/or ASSP:** This option allows you to feed your summer school students under the same program(s) you operate during the school year. All program requirements remain the same. Reimbursements for the meals served remain the same. **If you choose this option, the online contract needs to be updated by April 24, 2019, to reflect planned dates of operation through June 30.**
2. **[Summer Food Service Program \(SFSP\)](#):** This option provides funding resources to schools who wish to feed free meals to all children, those who may be attending summer school as well as other children in the community. For more information regarding the SFSP, please contact Amy Kolano at amy.kolano@dpi.wi.gov or call (608) 266-7124. This option requires a separate online contract with the Community Nutrition Team. (<https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/sfspforschools.pdf>).
3. **[Seamless Summer Option \(SSO\)](https://www.fns.usda.gov/school-meals/opportunity-schools)** (<https://www.fns.usda.gov/school-meals/opportunity-schools>): This option allows you to feed free meals to all children attending summer school as well as other children in the community during the summer months. Reimbursement is based on the free meal rate for the NSLP and SBP. For more information, contact Karrie Isaacson at karrie.isaacson@dpi.wi.gov or call (608) 266-2416. **If you choose this option,**

Authorized Representative and Food Service Director

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